

916ARWI10-101

BY ORDER OF THE COMMANDER 916th AIR REFUELING WING

916 AIR REFUELING WING INSTRUCTION 10-101

3March 2000

Operations

DEPLOYMENT TRAINING PROGRAM

OPR: 916 ARW/XPL (TSgt Thomas A. Grissinger)

Certified by: 916 ARW/XP (Lt Col Stephen R. Stewart)

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This instruction contains the responsibilities, authorities, and format to implement a Deployment Training Program for units within the 916th Air Refueling Wing. It details responsibilities, management procedures, and the minimum requirements necessary to complete deployment training. It also describes specific requirements for deployment training.

SUMMARY OF REVISIONS

This instruction substantially revises 916 ARWI 10-1. It incorporates the new requirements, acronyms, and terms from AFI 10-403, *Deployment Planning*. It clarifies procedures 916th units must follow to ensure individual unit deployment training. Implementation of this instruction enforces a mandate conveyed in AFRESI 10-101, *Wing/Group Plans Procedures*.

1. **Objectives:** Deployment training is mandatory for individuals who are tasked to support the deployment function of the wing. The 916 ARW Deployment Training Program establishes minimum training requirements that must be met by units to properly prepare and process tasked equipment and personnel for rapid deployment. The objectives of the 916 ARW Deployment Training Program are to:

- 1.1. Train 916th personnel to carry out their deployment tasks efficiently and effectively.
- 1.2. Use classroom and hands-on training to develop and maintain deployment readiness proficiency and correct training problems identified during annual exercises and Staff Assistance Visits.
- 1.3. Prepare supervisors to apply deployment planning procedures in an effective manner.
- 1.4. Educate 916th personnel about deployment planning and readiness.

2. **Unit Commanders Responsibilities:** Unit commanders are responsible for ensuring their unit's capability to deploy. Each commander establishes a unit deployment program and identifies sufficient unit personnel, trained in deployment tasks, to meet their deployment requirements. It is each 916th unit commander's responsibility to appoint personnel to properly maintain its' units wartime capability to deploy. The Unit Commander will:

- 2.1. Establish a unit deployment program and identify sufficient unit personnel, trained in deployment tasks, to meet their deployment requirements.
- 2.2. Identify and ensure the availability of the required numbers of squadron personnel for scheduled mandatory deployment training.
- 2.3. Appoint a primary and at least one alternate UDM, in writing to the 916th Plans Office, to oversee

their unit's deployment program. Logistics Group units will coordinate through the 916 LSS Plans and Deployment Office (LGLX).

2.3.1. Provide the names of Unit Deployment Managers (UDMs) to the XP office in sufficient time to ensure the completion of training within three months or three Unit Training Assemblies (UTAs) of assignment.

2.3.2. Ensures that an Air Reserve Technician or an individual readily available and hold the rank of Staff Sergeant or higher is appointed as the UDM.

2.3.3. UDM should not hold any other additional duties within their unit with the exception of Redeployment Assistance Team member.

2.4. Provide names of replacements for projected losses for those individuals filling a mobility requirement within one month or one UTA of assignment.

2.5. Effectively maintain the unit deployment training program and training records. Logistics Group training requirements tracked in G0-81 will provide a completed and certified AF Form 2426, Training Request and Completion Notification to 916 LSS/LGLT.

2.6. Responsible for the development of a deployment training verification program to ensure individuals who have completed applicable courses are able to perform their assigned deployment planning tasks. (Successful participation in one of the annual exercises will suffice.)

2.7. Ensures the unit deployment training program is included in the unit self-inspection program, and each individual understands their responsibilities and importance of being prepared for short/no-notice deployments.

3. Unit Deployment Managers. Responsible for preparing and processing personnel and equipment in accordance with the deployment schedule of events and delegated, by their Unit Commander, the responsibility for their unit's deployment program. Therefore, the Unit Deployment Managers will be the unit Office of Primary Representative (OPR) for Deployment Training. They must maintain base deployment guidance and inform unit commanders and staff of the deployment status of unit personnel and equipment subject to deployment. Each Unit Deployment Manager will be responsible for determining unit deployment training needs and requesting training. They must establish and maintain a liaison with the XP office and coordinate unit deployment planning actions, equipment and training with XP (Logistics Group units will coordinate through 916 LSS/LGLX). Unit Deployment Managers will:

3.1. Identify unit deployment training requirements at the 916 ARW quarterly deployment meeting. Maintain units' personnel deployment training requirements in the LOGMOD TG4 module.

3.2. Understand the organization, composition, and role of the following:

3.2.1. Unit Deployment Control Center.

3.2.2. Unit Assembly Area

3.3. Be skilled in the following pre-deployment area:

3.3.1. Unit recall procedures.

3.3.2. LOGMOD TG4 UDM module.

3.3.3. Assignment of personnel to deployment positions, including alternates.

3.3.4. Personnel deployment requirements.

3.3.5. Maintain unit equipment and prepare required deployment documentation within the LOGMOD TG4 module.

3.3.6. Hazardous and sensitive cargo/certification.

3.3.7. Appointment of:

3.3.7.1 Air Cargo Couriers.

3.3.7.2. Classified Couriers.

3.3.7.3. Weapons Custodians/Couriers.

3.3.7.4. Munitions Custodians.

3.3.7.5. Deployed Equipment Custodians.

3.3.7.6. Air Troop Commanders.

3.3.7.7. Increment Monitors.

3.3.7.8. Mobility Bag Custodians.

3.3.7.9. Redeployment Assistance Team Member

4. Individual Deployment Member. A military member is subject to deployment if their Air Force Specialty Code (AFSC) exists in any Unit Type Code (UTC). If member fills a position that corresponds to a UTC requirement, that individual is required to deploy.

4.1. All military personnel subject to or identified to deploy must meet the minimum training requirements outlined in AFI 10-403, and this wing instruction. The individual member is responsible for class attendance. It is their responsibility to notify the UDM if they are unable to attend any training scheduled. It is also the individuals responsibility to ensure proper orders are requested (i.e., Special, Annual Tour, etc.).

4.2. Military personnel assigned deployment/redeployment unit work center responsibilities will attend a mandatory training course for that applicable position.

5. The 916 ARW/XPL Office. Monitors the overall Deployment Readiness training program for the wing Commander. The XPL will:

5.1. Conduct, as a minimum, quarterly Unit Deployment Training/Update Meetings for Unit Deployment Managers (UDMs) of the 916th Wing. Attendance is mandatory for all Unit Deployment Managers.

5.1.1. The objective of the meetings is to provide an open forum for discussion of deployment issues and changes in deployment policies and procedures. It also provides recurring training to UDMs. The 916 ARW/XPL will:

5.1.1.1. Distribute an agenda at the meeting.

5.1.1.2. Solicit inputs from the units for suggested agenda and/or training items for turn-in to XPL at least one UTA prior to the scheduled meeting.

5.1.1.3. As a minimum, full 50% of scheduled meeting time will be allocated for recurring and/or remedial training. Develop handouts (and tests, if appropriate) for distribution, if required. Solicit guest speakers to discuss their related readiness programs.

5.1.1.4. The 916 ARW/XPL will use the results of the latest Deployment Readiness Training Requirements and Deployment Exercise Trend Analysis as the means to plan the agendas for upcoming meetings.

5.1.1.5. Take attendance and publish minutes to the meetings. Send copies to all 916th commanders with a deployment requirement, info all attendees.

5.2. Manage the wing training program to ensure objectives are met by:

5.2.1. Assembling and maintaining data on training requirements.

5.2.2. Identifying training shortcomings to affected units.

5.2.3. Ensuring that instructors are available to conduct classes to Unit Training Assembly (UTA) weekends.

5.2.4. Coordinating the use of other training resources as required.

5.3. Ensure all assigned Unit Deployment Managers are briefed on their responsibilities.

5.4. Schedule deployment exercises to develop and maintain proficiency for deployment. Schedule internal exercises to process personnel and equipment through unit assembly areas to evaluate training effectiveness.

5.5. Visit units to evaluate the extent and effectiveness of the unit's deployment program.

5.6. Maintain a listing of deployment augmentees from all units to assist in deployment exercises and unit deployments.

6. Procedures for Implementation of the 916 ARW Deployment Training Program:

6.1. In general, individuals do not attend deployment/redeployment training courses at a set interval unless there is a regulatory requirement for the training, such as hazardous cargo certification. Upon initial assignment of deployment duties, individuals receive training. Remedial training needs are best identified by poor performance during deployment exercises.

6.2. Training requests from all units will be consolidated, analyzed, and published. Once an adequate number of students have been identified, the 916 ARW/XPL office will make arrangements with the appropriate agency for this training. This training may be scheduled during a UTA.

6.2.1. Attachment 1 to this instruction lists suggested courses for various deployment jobs and the titles of all courses offered for deployment training. Deployment Managers may utilize this attachment in developing training requirements.

6.2.2. The 916 ARW/XPL will obtain proposed training schedules from the 4th Fighter Wing and distribute them to the squadrons. These schedules show regularly scheduled weekday classes for each quarter. The 916 ARW/XP will request support for UTA weekend training as necessary. To obtain quotas for regularly scheduled classes, AF Form 2426, Training Request and Completion Notification will be prepared by the Unit Deployment Manager (UDM) and submitted to the 916 ARW/XPL by the suspense date in the proposed schedule, see attachment 2.

6.2.3. The 916 ARW/XP will attend the 4 FW monthly deployment meeting, receive the quarterly deployment training schedule, obtain quotas requested on AF Form 2426 and give the AF Form 2426 to the applicable action agency. This constitutes a contract between the individual student and the training agency for the trainee to attend the class at the scheduled time and must be adhered to. The 916 ARW/XP office will return a copy of the AF Form 2426 to the unit as notification of the quota so the trainee can obtain orders and attend the class.

6.2.4. Upon successful completion of the class, the applicable training agency will return a copy of the AF Form 2426 to 916 ARW/XP. XPL will consolidate training information and include it in the Deployment Training Status Report which is maintained in XP. A copy of the report will be forwarded to applicable units, along with a copy of the completed AF Form 2426 and/or class roster.

7. Unit Deployment Training Program. All units that are deployment tasked must develop a deployment training program consisting of the following:

7.1. Training outline.

7.2. Training records. Final documentation of training is maintained by the unit. One copy will be maintained in the member's Personnel Readiness Folder (PRF). Units working under automated systems are exempt, provided the training is documented in their system and a current copy of the automated product is filed in the Unit Deployment Manager continuity book. Automated system updates will be accomplished via the AF Form 2426 or other source documents, i.e., attendance rosters.

8. Deployment Exercises. Deployment exercises are held in preparation for real-world deployments. Deployment exercises will be the means to determine the effectiveness of deployment training. Exercises will augment classroom instruction by providing hands-on training that will develop and maintain deployment proficiency.

8.1. Within AFRC, deployment training and frequency is driven by the need to reinforce deployment responsibilities. Evaluated exercises can help identify potential weak areas that may require remedial training. Therefore, all AFRC units are required to exercise all UTCs tasked in the AFRC WMP III at least annually (defined as once every 12 months).

8.1.1. AFRC tenant wings that do not operate the installation deployment machine will participate in enough deployment exercises so every unit within the wing exercises its most stringent tasking identified in the AFRC WMP III. This does not mean that every increment of cargo must process through a cargo in-check facility; however, a sufficient amount of cargo must be exercised to maintain unit readiness.

8.1.2. The purpose of a deployment exercise is to see if the training conducted prior to an exercise has been adequate. An exercise is not a training session, but rather the time to refine and hone skills; to determine if planned procedures are effective.

8.2. Conscientious preplanning actions of the UDMs will ensure a successful unit deployment program. You must ensure that all personnel and equipment with a wartime requirement can process with minimal discrepancies.

8.2.1. 916 ARW units are tasked to have an annual in-house mobility processing training session to ensure all units are able to meet these requirements. This training will enhance unit deployment processing during real world deployments (or base-directed deployment exercises).

8.2.2. To verify the accuracy of deployment members' documents and records, unit deployment managers or supervisors must physically conduct and document an annual review in conjunction with the individual of the Personnel Readiness Folder (PRF). In-house deployment processing is an ideal time to do this review. Additionally, in-house drills will give your mobility members an opportunity to become familiar with actual mobility processing actions.

8.2.3. Units are encouraged to expand the evaluation of the deployment process to include internal unit processes. Each in-house drill requires a defined scope and objectives so participants and evaluators can determine the strengths and weaknesses of the units' processes. Tailor the scope of the drill to measure the defined objectives.

8.3. To receive credit for the annual in-house drill requirement, each unit must determine how well the unit prepared and documented their cargo and personnel for a deployment. Each unit will prepare an in-house drill after action report. Report must contain: tasked UTCs, observations noted during the drill, personnel discrepancies, and equipment discrepancies. Report must also include any follow-up actions implemented to take care of existing discrepancies. Forward report to the 916 ARW/XP (Logistics Group units will forward their reports through 916 LSS/LGLX) within one month or one UTA of the in-house drill.

9. Deployment Exercise Evaluation Reports. 916 ARW/XP prepares exercise after action report, advises appropriate agencies of exercise results, and ensures corrective action is taken to include remedial training. These reports should be used as an indication of training needs in a unit. 916 ARW/XP will forward a copy to each unit after they participate in a deployment exercise for review and corrective action. Units schedule remedial training as required.

10. Deployment Planning Seminar. Biannually, the 916 ARW/XPL will schedule a Deployment Planning Seminar. Usually an eight hour, off-UTA day, planned for UDMs (Commanders and their key staff are also invited to attend). It is an intensive study of deployment readiness issues under the guidance of the XPL staff and guest speakers.

11. Unit Deployment Managers Staff Assistance Visits.

11.1. The 916 ARW/XPL has the responsibility to review, monitor and evaluate on a regular basis the effectiveness of the wing and individual unit deployment readiness and training programs, and to offer any “over-the-shoulder” assistance, if required. The 916th meets this objective in two ways: Deployment Exercises and the Unit Deployment Managers Staff Assistance Visit (SAV) Program. Staff Assistance Team members will be accomplished by 196 LSS/LGLX personnel during the visit to Logistics Group Units.

11.1.1. The 916 ARW/XPL SAV program consist of questions with yes/no responses with numerical scores, with a total of 150 point’s possible. Once the XPL completes the SAVs, the one unit with the highest assessment score is recognized for their accomplishment.

11.2. The 916 ARW/XPL publishes an annual timetable for UDM SAVs each September, after receipt of the units’ upcoming fiscal year UTA schedule.

11.2.1. The 916 ARW/XPL SAV program is based on a calendar year versus a fiscal year. To ensure all units are visited at least once each calendar year, schedule follow-up SAVs or rescheduled SAVs for Oct through Dec. The initial annual SAV will be scheduled for Jan through Sept in the upcoming calendar year.

11.2.2. Coordinate with the customer, 916th unit commanders and UDMs, to ensure maximum effectiveness for these visits.

11.3. An updated SAV checklist is published annually, as an attachment to the SAV schedule each September. The 916 ARW/XPL will review the current checklist to ensure references are still valid. In addition, XPL will review the latest SAV trend analysis and deployment exercise deficiencies and concentrate questions in those areas that show a weakness.

11.3.1. The questions on the SAV checklist concentrate on nine key areas:

11.3.1.1. The Installation Deployment Plan

11.3.1.2. Management Practices in the Unit Deployment Program

11.3.1.3. Tasking Issues

11.3.1.4. Recall Procedures

11.3.1.5. Maintenance of Personnel Readiness Folders and Individual Unit member readiness

11.3.1.6. Participation and Documentation of Deployment Training

11.3.1.7. Management and Maintenance of MANPER-B products

11.3.1.8. Management and Maintenance of TG3 products

11.3.1.9. Management and Administration of Deployment Appointments

11.3.2. Each question from the key area is given a numerical score from 0 to 5 on the SAV checklist. An additional area will be provided on the SAV checklist to document any operational and/or performance processes that contain information that improves combat readiness and/or missions effectiveness.

11.4. 916 ARW/XPL will document and tally each unit's score from the SAV record results for the unit commanders' review.

11.5. Upon completion of all units SAVs, each year the XPL will conduct a trend analysis of the Deployment Readiness Training Requirements. This will give a snapshot of how effective the previous years' deployment training was and in what direction the training should go for the following year.

11.6. In addition to the trend analysis, upon completion of all unit SAVs, each year the XPL will publish 916th deployment readiness Benchmarks and distribute at the following UDM Training/Update Meeting.

ALFRED E. CRONK, JR., Colonel, USAFR
Commander

Attachment 1

MANDATORY TRAINING REQUIREMENTS/COURSE OUTLINE REQUIRED COURSES BY JOB DESCRIPTION

JOB POSITION	COURSE REQUIRED
1. Unit Deployment Manager	1,2,3,4 (Notes 1&2)
2. Hazardous Cargo Certification	1,2 (Note 1)
3. Pallet Build-Up	2 (Note 1)
4. Cargo Prepare/Marker	2 (Note 1)
5. COMPES Monitor	3 (Note 1)
6. Increment Monitor	2,3 (Note 1)
7. Weapons Courier	5 (Note 1)
8. Munitions Courier	6 (Note 1)
9. Deployed Equipment Custodian	7 (Note 1)
10. Mobility Bag Custodian	8 (Note 1)
11. Redeployment Assistance Team Member	2, 3, 4, 5, 6, 9 (Note 3)
12. Members Subject to Deployment	10,11,12,13
13. Members Identified to Deploy	10,11,12,13,14,15,16

NOTES:

1. Personnel must achieve a satisfactory rating in the course.
2. Unit Deployment Managers do not have to complete course 1, if there is no hazardous cargo in their unit.
3. Redeployment Assistance Team Members schedule course 9 upon direction of the 916 ARW/XPL.
4. It is the unit's responsibility to schedule applicable courses directly with the functional OPR for courses 11, 13, 14, 15, and 16. The unit will provide instructions for courses 10 and 12.

COURSE OUTLINES

A1. Hazardous Cargo Certification:

A1.1. Description: A local in-depth course to instruct only technical specialists that sign shippers declarations pertaining only to their specialty of the requirements in AFJMAN 24-204, Preparing Hazardous Materials for Military Air Shipments. The course must be completed before member may certify hazardous cargo for shipment.

A1.2. Course Length: 16 hours.

A1.3. Frequency: Initially qualified individuals may certify shipper declarations for a period of two years. Refresher training is required every 24 months.

A1.4. OPR: 4th Transportation Squadron, Combat Readiness (4 TRNS/LGTR)

NOTE: Only E-4s and above may certify Shipper declarations.

A2. Cargo Preparation and Marking/Pallet Build-Up:

A2.1. Description: A course for squadron-level individuals who will be preparing cargo for deployment. Designed to instruct personnel on how to properly mark equipment and build-up 463L pallets for air shipment of cargo.

A2.2. Course Length: Four hours.

A2.3. Frequency: Initial; remedial.

A2.4. OPR: 4 TRNS/LGTR

A3. Contingency Operation, Mobility Planning, and Execution System (COMPES):

A3.1. Description: This course is to instruct squadron COMPES monitors and Unit Deployment Managers (UDMs) in procedures necessary to maintain their agency's portion of LOGMOD-B and MANPER-B.

A3.2. Course Length: One hour.

A3.3. Frequency: Initial; remedial; recurring.

A3.4. OPR: 916 ARW/XP

A4. Unit Deployment Manager:

A4.1. Description: This course provides the Unit Deployment Manager with the basic knowledge required to perform his/her duties.

A4.2. Course Length: One hour.

A4.3. Frequency: Upon initial assignment as Unit Deployment manager; recurring.

A4.4. OPR: 916 ARW/XP.

A5. Weapons Courier:

A5.1. Description: Provides designated personnel the basic knowledge required to perform weapons courier responsibilities to include issue procedures and recovery of weapons issued, escort and marshaling, safeguarding and securing weapons, and arming and use of force by Air Force personnel.

A5.2. Course Length: One hour.

A5.3. Frequency: Initial and remedial as required.

A5.4. OPR: 4th Supply Squadron (4 SUPS/LGSCWB, ext 5222)

A6. Munitions Courier:

A6.1. Description: Provide training to primary and alternate munitions account custodians on accountability procedures and proper documentation of assets issued to the respective account. Training will also include procedures to accountability of munitions items during deployments that are less than 30 days and procedures for deployments longer than 30 days.

A6.2. Course Length: 30 minutes.

A6.3. Frequency: Initial; remedial as required.

A6.4. OPR: 4th Equipment Maintenance Squadron, Munitions Operations (4 EMS/LGMWHA).

A7. Equipment Custodian:

A7.1. Description: To familiarize deploying equipment custodians of their responsibilities and the duties they will perform when deploying equipment.

A7.2. Course length: Two hours.

A7.3. Frequency: Initial; remedial as required.

A7.4. OPR: 4th Supply, Customer Service/Equipment Liaison Office (4 SUPS/LGSPC, ext 5229\5230)

A8. Mobility Bag Custodian:

A8.1. Description: Provide instructions to custodians on the issue and security of unit mobility bags.

A8.2. Course Length: 30 minutes.

A8.3. Frequency: Initial; remedial as required.

A8.4. OPR: 916th Logistics Support Squadron Supply Support Manager (916 LSS/LGSM)

A9. AMC Affiliate Training:

A9.1. Description. Provides load planning augmentees how to load common military aircraft.

A9.2. Course length: Seven days.

A9.3. Frequency: Initial, re-certification after two years.

A9.4. OPR: 315 Tanker Airlift Control Element (315 ALCF/DOLA)

A10. Self-Aid and Buddy Care:

A10.1. Description: To instill confidence in non-medical personnel on emergency first aid procedures.

A10.2. Course Length: Four hours initial; two hours refresher.

A10.3. Frequency: Initial; refresher training required every 36 months.

A10.4. OPR: Each Unit.

A11. Force Protection Familiarization Training:

A11.1. Description: Provide personnel with the knowledge and skills to avoid covert actions.

A11.2. Course Length: One hour.

A11.3. Frequency: Initial; refresher annually.

A11.4. OPR: 916th Security Forces Squadron (916 SFS).

A12. Personnel and Family Readiness:

A12.1. Description: Outline personal and dependent care responsibilities necessary to ensure readiness to deploy.

A12.2. Course Length: As required.

A12.3. Frequency: Initial; refresher annually for members identified to deploy.

A12.4. OPR: Each Unit.

A13. Law of Armed Conflict:

A13.1. Description: Briefing designed to prevent violation of the Law of Armed Conflict to include the principles and rules of the law.

A13.2. Course Length: 30 minutes.

A13.3. Frequency: Annual.

A13.4. OPR: 916th Air Refueling Wing, Judge Advocate Office (916 ARW/JA).

A14. Explosive Ordinance Reconnaissance (EOR):

A14.1. Description: Provide principle of ordinance recognition, marking, and reporting.

A14.2. Course Length: 20 minutes.

A14.3. Frequency: Initial; refresher within 24 months.

A14.4. OPR: 916th Civil Engineer Squadron, Readiness (916 CES/CEX)

A15. Nuclear-Biological Chemical Defense Training:

A15.1. Description: Provide personnel with the knowledge and skills to survive and operate during a conventional, chemical, or biological attack.

A15.2. Course Length: Eight hours initial; two hours refresher.

A15.3. Frequency: Initial; refresher required within 24 months.

A15.4. OPR: 916th Civil Engineer Squadron, Readiness (916 CES/CEX).

A16. Small Arms:

A16.1. Description: To instill confidence in the trainee to develop and maintain the capability to use the prescribed weapon against enemy targets.

A16.2. Course Length: Eight hours initial; four hours refresher.

A16.3. Frequency: Initial; refresher determined by Small Arms Category.

A16.4. OPR: 916th Security Forces Squadron (916 SFS).

Attachment 2

INSTRUCTIONS FOR COMPLETING AF FORM 2426

TRAINING REQUEST AND COMPLETION					
REQUESTER 1	ORGAN/OFF SYM 2	PHONE 3	DATE 4		
COORDINATION ROUTING					
TO	DATE	INITIAL	TO	DATE	INITIAL
5			8		
6			9		
7			10		
NAME/RANK		EMPLOYEE NUMBER	COURSE CODE/SCORE	REQUESTED DATE	SCHEDULED DATE
11		12	13	14	15
REMARKS (Continue on Reverse) 16					
INSTRUCTOR'S/EVALUATOR'S NAME AND SIGNATURE, AS APPLICABLE (Type or Print) 17					

PREVIOUS EDITIONS WILL BE USED.

AF FORM 2426, AUG 96 (EF-V1) (PerFORM PRO)

1. UDM Name/Rank
2. UDM Organization/Office Symbol
3. UDM Telephone
4. Today's Date
5. 916 ARW/XPL, Date and Initials
6. Trainers' Unit/Office Symbol, Date and Initials
7. Trainees' Unit/Office Symbol, Date and Initials
- 8 – 10. Trainees Unit Routing
11. Trainee's Last and First Name/Rank
12. Last Four of SSAN
13. Course Name
14. Requested Class Date
- 15&17. Filled Out by Trainer

16. Use if Required

**** SAMPLE ****

Attachment 3

****SAMPLE****

IN-HOUSE DRILL AFTER-ACTION REPORT

MEMORANDUM FOR 916 ARW/XPL

FROM: (Your Unit)

SUBJECT: In-house Deployment Processing Drill After-Action Report, (Date of Drill)

A1. The following after-action report summarizes overall personnel/equipment observations and discrepancies during the (Your Unit) In-house Deployment Processing Drill on (date of Drill):

a. Tasked:

(1) UTCs: (What UTCs from the AFRC WMP-III did your unit exercise?)

(2) Personnel: (Number Tasked/Number Processed)

(3) Equipment: (Short Tons Tasked/Short Tons Processed)

b. Personnel discrepancies:

(1) No Shows:

(2) Shortfalls:

(3) Required Shots:

(4) No shot record:

(5) ID Card

(6) ID Tags

(7) DD Form 93s:

(8) Other:

c. Equipment Discrepancies:

(1)

(2)

d. General Observations

2. Follow-up Actions:

UDM or Commander Signature